



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926

IMAH-HRD-C

SEP 13 2006

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum, #14  
Stalwart Award

1. REFERENCE. Memorandum, Administrative Assistant to the Secretary of the Army, July 30, 2003, subject: US Army Installation Management Agency Stalwart Award.

2. PURPOSE. The Stalwart Award has been developed for the Installation Management Agency (IMA) and approved by the above referenced letter. It represents the Army's continued commitment to doing business in the best way possible. The award recognizes IMA personnel (military and civilian) who have exhibited strength and vigor in mind, body and spirit in promoting the IMA mission and vision – individuals who have demonstrated the highest standards of performance in ways worthy of formal recognition. The intent of the award is to recognize outstanding accomplishments that not only have been highly exemplary and an inspiration to others, but have significantly contributed to IMA's success and enhanced operational responsibilities.

3. APPLICABILITY. The procedures below are applicable to all personnel assigned to and/or under the operational control of IMA. This policy memorandum supersedes IMA policy memorandum #14, February 23, 2004.

4. POLICY. The Stalwart Award recognizes IMA personnel who, in the daily performance of their assigned duties, stand out as model workers among their peers, and represent the ideals and values of IMA. Eight Stalwart Awards – one from each region and one from HQ IMA - are presented each year at the annual Garrison Commanders Conference (GCC). Winners of the Stalwart Award and their fellow nominees will be recognized at the GCC formal dinner in acknowledgment of their contributions.

a. Award eligibility. Any individual, at any rank or grade, employed by, working for or assigned to IMA is eligible to receive the IMA Stalwart Award.

b. Award selection criteria. To be considered for this award, the accomplishments of the employee must be notably significant and must demonstrate positive contributions to the mission and goals of IMA during the award consideration period. Recommendations should articulate pivotal events that demonstrate change and progress for the betterment of Army installations.

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c. Award consideration period. The award consideration period is 1 year beginning 1 July.

d. While the Stalwart Award selection is exclusive to the IMA Director, Region Directors may determine if other recognition is appropriate for Stalwart nominees who make it no further than the region offices (RO). The process in this policy memorandum may not be changed, but supporting region policies may be established.

## 5. PROCEDURES.

a. Garrisons, RO, and IMA Headquarters staff offices and divisions may nominate employees at any level for this special award. Garrisons will send their nominations to their RO to be screened by the Region Director. Region Directors will identify the three most deserving nominees in their region, to include the person selected as their garrison Stalwart winner and submit those three nominations to HQ IMA. Region Directors will also nominate one employee from their own region office staff and submit the nomination to HQ IMA to become part of a Headquarters pool of nominees. The Headquarters pool will consist of one individual from each region and one individual selected from the headquarters division and staff offices.

b. Stalwart award nominations must be received by HQ IMA not later than 1 August of each year. Nominations will be sent to the HQ IMA Human Resources Division (HRD) point of contact, via email, in read-only format. Nominees should be identified as representing either garrison or a region headquarters.

c. The IMA Deputy Director will appoint a panel to evaluate Stalwart Award nominations. The panel will recommend award winners and runners-up. The panel will submit their recommendations to the IMA Deputy Director no later than 8 August. The IMA Deputy Director will review the panel deliberations and forward the panel results to the Director, IMA for review and approval.

d. The selection process will ensure full and equitable consideration for all personnel.

e. All region and headquarters pool nominees will be invited to the annual awards banquet to participate in the awards ceremony.

f. Nominations for this award will be forwarded using enclosure 1 and must contain the following:



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(1) Name, address, and office symbol of nominee's assigned organization, including geographic location.

(2) Full name of nominee, current position, title, rank/grade, organization address, point of contact, telephone number, and a brief biography and career history.

(3) A statement (no more than one page), describing specifically how the nominee fully meets the award selection criteria and the reason why this employee embodies the values and ideals of IMA more than any other. The justification should include specific examples of what the employee did to make IMA a success. The statement should characterize how the individual acted as a positive change agent for IMA. It should address the nominee's impact on IMA's mission, operations, goals, objectives, and strategies during the award consideration period. Nominees will be evaluated using the criteria in enclosure 2.

g. Garrison Commanders, Region Directors and Headquarters Division Chiefs/staff office heads must personally endorse nominations and ensure that nominees' credentials are in order (e.g., no finding of discrimination against others or no record of disciplinary action).

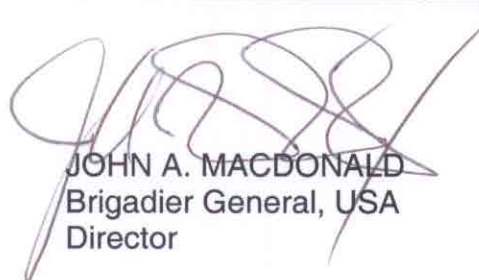
h. The final four submissions from regions and headquarters should include an 8"x10" head and shoulder photograph of the nominees (taken at government expense). This photograph is for display/presentation purposes. Pictures should be in JPEG format 540x720.

i. A DA Form 1256, 5167, or 638 will be required for each nominee. Signature blocks should be left blank.

6. PROPONENT. IMAH-HRD is responsible for the administration of the award. The point of contact is the Incentive Awards Program Specialist at commercial phone number (703) 602-7367, DSN 332-7367, or email [IMAAwards@hqda.army.mil](mailto:IMAAwards@hqda.army.mil).

3 Encls

1. Stalwart Nomination Form
2. Worksheet
3. Pictures of the Stalwart Award



JOHN A. MACDONALD  
Brigadier General, USA  
Director



## STALWART NOMINATION FORM

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Name of Nominee:

Current Position, Title and Military Rank or Civilian (AF or NAF) Grade (if applicable):

Organization and Address:

Garrison/Region/Division Point of Contact (POC) and phone #:

Garrison/Region CSM (if applicable):

Garrison Commander/Region, Headquarters Division/Staff Office Chief Endorsement:

Certification: I certify that the nominee's credentials are without question or appropriate (e.g., no finding of discrimination or record of disciplinary action).

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Garrison Commander/Region Director/Division Chief

**3 Encl (1. Justification; 2.Biography; 3. DA Forms 1256,5167,or 638)**

Encl 1

**WORKSHEET  
FOR  
INSTALLATION MANAGEMENT AGENCY IMA STALWART AWARD**

Board Member \_\_\_\_\_

Nominee \_\_\_\_\_

AWARD CRITERIA	(NAME)	(ORGANIZATION)				
		Minimal	Moderate	High	Outstanding	Exceptional
1. Nominee's contributions to positive change in IMA.		1	2	3	4	5
2. Nominee's industry, application, initiative and resourcefulness resulted in measurable, significant work achievement and contribution to IMA mission accomplishment.		1	2	3	4	5
3. Evidence that nominee held in esteem by peers, subordinates and superiors. Please attach any relevant documentation		1	2	3	4	5
4. How the nominee motivated/inspired other IMA personnel to improve, increase or expand their work performance.		1	2	3	4	5
5. The nominees efforts to further IMA values		1	2	3	4	5
6. Additional favorable comments or observations		1	2	3	4	5

TOTAL = \_\_\_\_\_

Encl 2



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**IMA Stalwart Award Medallion and Case**

